



## TOWN OF NORTH ANDOVER

### FINANCE COMMITTEE

#### Meeting Minutes

Meeting Date: 2 March 2010

**Meeting Location:** Town Hall, First Floor  
Conference Room

**Meeting Called to order:** 6:40 PM

#### I. FinCom Members in Attendance

Mark Rodgers-MR, Chairman	X	Ramsey Bahrawy -RB	X
Peter Besen-PB, Vice Chairman	X	Bonnie Wilkinson-BW	X
Ben Osgood-BO	X	Carlos Bielicki-CB	X
Jean Sullivan-JS	X	Thom Dugan-TD	X
Alan LeBovidge-AL	X	Herb Cunha-HC, Minutes	

#### Non FinCom Members in Attendance

OTHERS: Robert Frazer, RF: Legal Counsel to School  
District.

Cindy Jalbert, CJ:

**Note: All FINCOM votes are subject to change upon receipt of new information.**

#### I. Previous Minutes Approved

DATE: 25 Feb 2010      Approved, unanimous

#### III. New Business

##### AGENDA ITEM: A. CIP Treasurer-Billing Software

Discussion      -Unified Treasurer Billing software was a CIP proposal presented by Jennifer Yarid  
At \$90,000. This would eliminate duplicate entry and would allow use of this time  
to work on tax title, speed up posting, speed up monthly reports and allow for  
faster account reconciliation.

**Vote Taken: AL made a motion to recommend expenditure from CIP of  
\$90,000 for purchase of billing software for the Treasurer-collector. Seconded  
by JS.**

**Vote: Yes, unanimous-passed**

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**AGENDA ITEM: B. Vote on 150e Warrant Article (School Labor Lawyer)**

Discussion:        -RF: He explained the difference between School funding and Municipal funding, with fiscal autonomy. (Line item autonomy in the Town Budget. School Committee can exercise line item autonomy) It is possible to transfer funds within Budget, without Town Meeting.  
                         -RB: Asked for explanation how some communities place School labor agreements for Town Meeting approval.  
                         -BF: He didn't know of those districts and how that got done. Schools would need to factor that into their subsequent budgets.

-BOS must have board recommended Warrant Articles by their last scheduled discussion of Warrant Articles, mid February is likely the last safe date.

**Vote Taken: PB made a motion Seconded by BO:**

**To place the following article on the FY11 Town Meeting Warrant:**

**Instructional Motion to the North Andover Finance Committee:**

To see if the Town will vote to recommend that the North Andover Finance Committee submit a Warrant Article to every annual Town Meeting, which will enable Town Meeting to approve or disapprove the funding of collective bargaining agreements as specified under Massachusetts General Laws chapter 150E, section 7(b).

**Vote: Yes-6, No-3 (RB, AL, TD), A-0-passed**

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**AGENDA ITEM: C. CIP DPW-Sidewalk Construction**

Discussion:        -BT: CIP for Sidewalk Construction is \$50,000.

**Vote Taken: AL made a motion to recommend funding \$50,000 from CIP to fund proposed Sidewalk Construction. Seconded by PB.**

**Vote: Yes- unanimous-passed**

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**AGENDA ITEM: D. CIP DPW-Roadway Improvements**

Discussion:        **Vote Taken: AL made a motion to recommend funding \$380,000 from the CIP for Proposed Roadway Improvements. Seconded by BW.**  
**Vote: Yes-unanimous-passed**

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**AGENDA ITEM: E. CIP DPW-Small Dump Truck**

Discussion:        **Vote Taken: BO made a motion to recommend funding \$55,000 from the CIP for the proposed purchase of a Small Dump Truck. Seconded AL.**  
**Vote: Yes, unanimous-passed**

<b>AGENDA ITEM: F. CIP Facilities Master Plan</b>	
Discussion:	<p><b>Vote Taken:</b> BW made a motion to recommend funding \$450,000 from the Water Enterprise CIP fund for the purchase and installation of the Phase Five meter replacement program. Seconded by AL.  <b>Vote:</b> Yes, unanimous-passed</p> <p><b>Vote Taken:</b> AL made a motion to approve the transfer of unexpended fund proceeds from the FY2008 CIP, May 14, 2007 Annual Town Meeting, Article 21, Line 23, "Waverly Road Relief Sewer Main" an amount not to exceed \$495,000 to fund a new Project, "Sutton Street Sewer improvements." Seconded by BW.  <b>Vote:</b> Yes, unanimous-passed</p>

<b>AGENDA ITEM: G. Fin Com Discussion rules</b>	
Discussion:	-Rules discussion, members will write-up rules.

<b>AGENDA ITEM: H. New Business –Discussion about Structurally Balanced Budget</b>	
Discussion:	-CJ: Mentioned that we don't have a structurally balanced budget. School with \$320k stimulus FY10, and FY11 \$240k stimulus one time FY10. \$500k off schools base. 1/3=2/3 split.

<b>III. Old Business/Non-Agenda Items</b>	
NON-AGENDA ITEM: None	
Discussion:	

#### IV. Next Meetings

Thursday, 4 Mar 2010 Town Hall, 6:30 PM

#### V. Adjournment

Motion: AL  
Seconded: RB

Unanimous  
Time: 9:45 PM

**ACTION ITEMS**

C=Complete

ITEM #	ACTION ITEM	INDIVID.	COMPL. DATE	STATUS
1	Send out financial assumptions model, update with actuals, 2009 model	MR	19 Nov	C
2	Contact Art. and Wellesley for their financial models	MR	19 Nov	
3	Check on website for financial forecasting documents	PB	19 Nov	
4	Contact M. Rees to invite Andover Facility Manager to come to North Andover	MR	19 Nov	C
5	Email Rick Nardella, BOS, about vacant Bradstreet School for planned action	MR	19 Nov	C
6	Revise forecast and CIP in analysis	MR/TD	7 Jan	C
7	Bring binder with budget for BW to review	MR	7 Jan	C
8	Convert minutes and Agenda to PDF format and sent to Peter for posting.	MR/HC	11 Jan	HC to format-C
9	Email a request to Matthew Killen and Sch Comm. to requote the IT proposal with alternative equipment and also look for the same products at different vendors with the intent of lowering the price of the project.	MR	4 Feb	
10	Provide a format for a position list, with columns such as FTE levels, salaries, etc. He will send to MR and MRees. Entries can then be made.	TD	25 Feb	
11	Prepare schedules for CIP Articles/voting A/R and Department visitations to FINCOM.	MR	18 Feb	
12	Schedule a Warrant Article on contracts for a vote.	MR	18 Feb	
13	Send email to MRees and Bruce about possible directing lower cost for Waverly Road project.	MR	25 Feb	